

**MAINE STATE LEGISLATURE
SUPPLEMENTAL QUALIFICATIONS FORM**

**Office of the Executive Director
LEGISLATIVE HUMAN RESOURCES DIRECTOR - 2013**

APPLICANT NAME: _____

I hereby affirm that the information provided below and in all other application materials is correct to the best of my knowledge and understand that false or misleading information may result in rejection of my application for employment or dismissal from the Maine State Legislature if I am selected.

Signature: _____ Date: _____

Upon submission, this form becomes part of the application process. Statements made on this form and in your cover letter and resume are subject to verification by the Office of the Executive Director.

Please respond to each information request separately. If you need more space, attach additional sheets and identify the area(s) to which they relate. You are encouraged to use a word processing application such as MS Word to prepare your responses either on this document or as an attachment to this document.

1. Please briefly describe your experience serving in a senior level human resources management capacity.

2. Please describe your proficiency with Microsoft Office Word and Excel, and database and graphic applications, indicating whether you consider yourself a beginner, intermediate or advanced user for each type of application.

3. Please describe your experience recruiting and hiring employees and overseeing employee compensation and benefits.

4. Please describe your expertise negotiating and administering collective bargaining agreements.

5. Due to the nonpartisan nature of this position, partisan or other political activities are considerations in the selection process. Please briefly describe all instances in the last 10 years in which you have:

- Held or run for elected office in a partisan election at the local, state or federal level;
- Worked for a political advocacy group, for a candidate, on a political campaign or for a political party, either as a volunteer or for compensation;
- Individually, or as part of a group, organized or publicly advocated for or against legislation, an issue pending before the Legislature, or a statewide referendum;
- Lobbied the Legislature or a current legislator on a specific issue, either as a volunteer or for compensation; or
- Attended a political event, such as a fundraiser, party caucus or political convention.

6. Are you related to an employee or a legislator of the Maine Legislature? If yes, please explain.